

Victims' Legal Counsel (VLC) Scope of Representation Letter

DATE

From: *(Name/Rank of VLC)*

To: *(Name of eligible Victim)*

Subj: NOTIFICATION AND LIMITATIONS OF ATTORNEY-CLIENT RELATIONSHIP

1. VLC Program. The Department of the Navy is committed to promoting and protecting the rights and interests of sexual assault victims and to ensuring you receive assistance through the Victims' Legal Counsel (VLC) Program and other support services available throughout the Navy and Marine Corps.

At your request, I have been assigned to serve as your VLC and provide you legal services. We will form an **attorney-client relationship**. I will act as your attorney, and you will be my client.

The purpose of this memorandum is to explain the nature and limitations of our attorney-client relationship and the legal services I can provide to you.

2. My Military Duty Is To Represent You. As your VLC, I am your attorney. I have been licensed by a state bar to practice law, and have been certified by the Judge Advocate General of the Navy to act as counsel in courts-martial and to represent victims of sexual assault. As your attorney, you have my undivided loyalty and concern. My sole legal and ethical obligation is to be your attorney to the best of my ability subject to the rules discussed in detail below.

I am assigned to the Department of the Navy's VLC Program and belong to an independent chain of command whose sole mission is to represent victims like you. As your VLC, I work for you. I will only be involved in the investigation or processing of your reported assault to promote and protect your rights and interests. My independence means that no one will influence my representation of you.

3. Confidentiality. The law recognizes that you must be able to share information with me in confidence. As your attorney, I am generally prohibited from revealing information related to our conversations unless you give me consent to do so after we discuss that possibility. Importantly, this means that everything we discuss will remain confidential unless you give me actual or implied permission to discuss the information with others. I will not disclose or discuss any conversations you and I have or any matters related to my representation of you with anyone to include your parent/guardian without your permission. You are under no obligation to disclose any of our discussions with such persons to include your parent/guardian if they ask you to do so. If any person, to include your parent/guardian, requests that you disclose your conversations with me or your thoughts or decisions regarding the direction of my services, you may contact me to discuss any such request prior to answering any questions or providing any information. It is important that you keep our conversations and our plans between us, unless you wish me to discuss them with others.

Victims' Legal Counsel (VLC) Scope of Representation Letter

If you give me specific instructions that certain confidential information should not be disclosed, even in furtherance of promoting or protecting your rights and interests, I am required to keep that information confidential except as explained in the next paragraph.

There are a few limited exceptions to this confidentiality that apply to me and every other attorney. These exceptions are very narrow and typically relate to my duty to protect your immediate safety, health, and welfare or to comply with a court order. If I believe it necessary to reveal confidential information under one of these exceptions, I will attempt to discuss my intentions with you and only disclose information to the extent necessary to comply with my professional and legal obligations.

The confidentiality described above exists only between an attorney and his or her client. There are different professional and legal rules of confidentiality relating to medical providers, psychotherapists or psychologists, chaplains, and victim advocates.

Finally, other people are not bound by the same confidentiality rules as I am. What this means is that if other people are present when you and I communicate, those third-parties can be required to disclose what was said or shared in their presence.

4. Scope of Legal Services Provided. As your VLC, I will provide you legal services that are connected to your reported sexual assault. My focus will be to promote and protect your rights and interests related to that assault. The legal services I can provide include:

a. Legal Rights. As referenced above, I will assist you in understanding and exercising your legal rights connected to your reported sexual assault. This includes advocating on your behalf to promote, preserve, and protect those rights. With your permission, I can advocate on your behalf to military authorities. Within the military, these rights include the right to be treated with fairness and respect for your dignity and privacy; the right to be reasonably protected from the accused [to include my advocacy for a Military Protective Order (MPO)]; the right to be notified of court proceedings; the right to be reasonably heard at certain proceedings; the right to be present at all public court proceedings unless the court determines your testimony would be materially altered if you heard other testimony; the right to confer with government counsel in the case; the right to receive restitution, if available; the right to be provided information about any conviction, sentence, imprisonment, and release of the accused; and the right to proceedings free from unreasonable delay.

There may also be additional legal rights implicated in your case, depending on the circumstances, which I will discuss with you during the course of our attorney-client relationship.

b. Military Justice System. I will assist you in understanding the military justice system, which includes the investigative and disciplinary processes. I can answer any questions you have regarding the investigative and disciplinary processes.

I will promote and protect your rights and interests in the military justice system. This will include, with your permission, advocating on your behalf to various parties in the military justice

Victims' Legal Counsel (VLC) Scope of Representation Letter

system including: investigators such as NCIS; military commanders, including convening authorities; lawyers for military commanders, also known as staff judge advocates; military prosecutors, also known as trial counsel; the accused's defense counsel; pretrial investigation officers; pretrial confinement initial review officers; and military judges. At your request, and if locally available, I will attend your interviews with investigators, trial counsel, and defense counsel. If I am unable to attend in person, I will try to attend your interviews via video-conferencing or by telephone, or attempt to reschedule the interview to permit my attendance if possible.

I will assist you in obtaining information relevant to your case that you have a right to obtain, to include the status of the investigation and the status of the accused(s).

I will assist and facilitate your communication with trial counsel where you have a right to confer; this may include the status of disciplinary or court-martial processing, whether or not charges will be preferred, whether charges will be dismissed, or whether a pretrial agreement will be approved.

If the accused is charged, I will represent you in military justice proceedings, such as court-martial or Article 32 pretrial investigation, where you are afforded an opportunity to be present and heard. When necessary and appropriate, I will present facts and legal arguments on your behalf to the court.

I also plan to attend military justice proceedings when it is both necessary and appropriate that I do so.

If you believe you are the subject of harassment, retaliation, or intimidation related to your report of sexual assault, I will discuss, advise, and assist you on avenues of complaint to redress that treatment.

c. Advocacy to Civilian Prosecutors/Law Enforcement. My representation of you will be more limited with civilian authorities than military authorities. I cannot represent you in civilian court proceedings or advocate on your behalf with civilian prosecutors. If there is a joint military and civilian investigation, I can assist in obtaining the status of the investigation and may possibly attend, in person or via phone or VTC, your interviews with investigators. If desired, I will assist you in seeking civilian resources to help you work with civilian authorities.

d. Cooperation with other Navy Support Providers. As a victim of sexual assault, you may be offered or may already be in contact with other support providers who work for the Navy. This may include counselors or case workers assigned to the Family Advocacy Program (FAP), Chaplains, medical and mental health personnel and others committed to aiding in your recovery. As we discussed, our communications remain confidential and I will not discuss your case or our conversations with any of those providers unless you wish me to. If you are working with a FAP counselor or case worker, it may be beneficial for me to keep that provider aware of the general status of your case and your general well-being. We can discuss this matter now if you prefer or wait until you desire to do so.

Victims' Legal Counsel (VLC) Scope of Representation Letter

5. Duration of Attorney-Client Relationship. In general, our attorney-client relationship will continue unless you release me, the legal aspects of your reported sexual assault are concluded, or per the exceptions noted below, either of us transfers to a new duty station, moves, or terminates military service.

Generally, the legal aspects of your case will conclude shortly after a disposition decision is made by the appropriate Sexual Assault Initial Disposition Authority or, in the case of a court-martial, shortly after the court's findings and sentence, if any, are acted upon by the convening authority.

If I transfer or leave military service before completion of your case, I will protect your interests. This will include giving you reasonable notice of my transfer/separation, providing you assistance in acquiring a new VLC to serve as your attorney, and completing a turnover of your case with your new VLC to assure continuity of legal services. No matter my next assignment or status, discussions you and I have had related to your case will remain confidential, subject to the exceptions previously mentioned.

If you move or transfer out of my geographic area of responsibility before completion of the legal aspects of your reported sexual assault, you may request a new VLC at your new location. Generally, if you request a new VLC, I will be released as your attorney unless continued representation is approved by my boss.

If you move or transfer but the legal processing of your reported sexual assault remains active with military authorities at this location, I will continue representation in your case unless you seek my release and/or appointment of an alternate VLC.

Finally, sometimes there are unforeseen legal or ethical obligations that apply to all attorneys that require an attorney to seek release or to withdraw from the attorney-client relationship. For example, a conflict of interest could require me to withdraw as your attorney. If I am required to withdraw or seek release as your attorney, I will protect your interests. This includes giving you reasonable notice of my withdrawal, allowing you time to obtain alternate VLC if applicable, and delivery of papers and property to which you are entitled.

6. Your Role: Your full participation and cooperation are critical to successful representation of your rights and interests. My job is to help you understand and exercise your rights as you see fit. We need to maintain good and private communications to do that, so please contact me at any time if you have questions, concerns, or worries about what is going on in your case. When I contact you, please respond quickly as it may be something we need to discuss immediately. As we discussed, it is very important that our communications remain private. Please consider this fact when you are responding to me, make sure you keep our discussions private, and do not discuss matters with me over the phone, text or email where other people can see or hear our communications.

My contact information is:

Victims' Legal Counsel (VLC) Scope of Representation Letter

VLC , JAGC, USN
Fleet & Family Support Center
Telephone Number:
Email:

As a Naval Officer and your attorney, I am concerned about your general health, morale, welfare, and safety. I urge you to take advantage of the other available support services including medical treatment and counseling.

Client Acknowledgment

I understand the nature and limitations of my attorney-client relationship with my VLC.

Name of Client

D.O.B

Client's Signature

Date

VLC, JAGC, USN Date
Victims' Legal Counsel

Parent/Guardian Acknowledgment

Name of Parent/Guardian

Parent/Guardian Signature

Date

(VLC) - Parent/Guardian Declined Signature